

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services

DATE: 3 December 1952

FROM : Chief, Building Maintenance & Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities
Division during the month of November, 1952.

Volume:

1. Requests for services processed during month of November
 - A. New requests by memorandum or requisition 264
 - B. On hand prior to November 39
 - Total 303
 - C. Written orders placed with GSA 181
 - D. Number on hand no action as of 30 November 19
 - E. On hand 60 days or more and not yet submitted to G.S.A. 0
2. Funds obligated (This section submitted January, April, July or October)
 - A. Fourth Quarter Encumbrances
 1. Routine alterations, painting, repairs \$18,625
 2. Special Projects
 - a. Renovations (6615-00) \$4,237
 - b. Renovations (Other) 3,040
 - \$7,277
 3. Protective Services (GSA Guards)
 - a. 169 reimbursable posts \$95,260
 - b. 25 non-reimbursable posts
 4. Laborers and Trucks (From GSA) 5,333
 - Total Funds Obligated \$100,593
3. Sums paid to GSA during November against orders encumbered in third quarter
 1. Alterations and Installations \$56,845
 2. Guards 171,931
 3. Laborers and Trucks 3,449
 4. Janitor 30
 5. Hot Plate 20
 6. Elevator 85
 7. Fireman-Laborers 3,006
 - \$240,366
4. Work Load Status
 - A. Number of Requests on which orders have been placed but work has not been completed
 - 30 days old 119
 - 60 days old 47
 - 90 days old 25
 - 120 days old 25
 - Total 216

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B. Orders submitted to GSA non-reimbursable

In writing	13
Verbal	<u>490</u>
	503 ✓

C. Inter-office memorandums	28
Inter-agency letters	3

D. Space moves during November	8
Total personnel moved	247
Man hours by GSA Laborers	2812
Estimated cost	\$5023 ✓

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Attachments